

This position is being advertised under both Delegated Examining and Merit Staffing Procedures.

TITLE, SERIES, GRADE: Legal Assistant (OA), GS-986-05/06/07

SALARY RANGE: Annually (includes locality pay).

GS-5: \$26,699 - \$34,714

GS-6: \$29,761 - \$38,694

GS-7: \$33,071 - \$42,993

TYPE OF APPOINTMENT: Permanent

PROMOTION POTENTIAL: GS-07

VACANCY ANNOUNCEMENT NUMBER: 04-NH-06

OPENING DATE: July 28, 2004

CLOSING DATE: August 6, 2004

DUTY LOCATION(S): U.S. Attorney's Office, Concord, New Hampshire

NUMBER OF VACANCIES: One (1)

CONTACT: Name: Carol D. Valley, Human Resources Specialist

Phone: (603) 225-1562 X244

TDD#: (603) 226-7721

Send your application package to: U.S. Attorney's Office, ATTN: Carol D. Valley, 55 Pleasant Street, Concord, NH 03301. Applications will not be accepted via fax, e-mail or internet. Applications must be postmarked no later than the closing date to be accepted as timely.

WHO MAY APPLY: Any U.S. Citizen, including well-qualified surplus and displaced Federal employees (CTAP and ICTAP) in the local commuting area.

DUTIES: The incumbent of this position serves as a Legal Assistant in support of one or more Assistant U.S. Attorneys in the Criminal Division with responsibility for preparing a variety of legal documents, composing correspondence, receiving visitors and callers, maintaining files, and searching legal references. Prepares and reviews a wide variety of legal documents including but not limited to: motions, orders judgments, affidavits, summons and subpoenas. Prepares and files legal documents in accordance with rules governing their style, format and filing procedures. Verifies citations and statutory references obtained in legal documents against original sources such as legal text, reports, Federal Reporter System, CFR, etc., making sure that they are correct and in compliance with source material. Develops tables of contents and indices to briefs in accordance with established standards. Composes original letters which requires a good knowledge of legal procedures and specialized terminology. Maintains a calendar of all assigned active cases. Arranges travel for assigned attorneys and witnesses by preparing itinerary and securing transportation and hotel reservations. Prepares travel authorizations and vouchers.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS -

To be qualified, you must type at least 40 words per minute and include your typing speed in your application.

Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Clerical and Administrative Support Positions, GS-05, GS-06 and above, issued by the Office of Personnel Management.

At the GS-5 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-4 level. Four years of successfully completed education above high school may be substituted for the specialized experience at the GS-5 level. Such education must have been gained in an accredited junior college, college or university. A combination of experience and education above high school may be used to meet total qualification requirements.

At the GS-6 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-5 level.

At the GS-7 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-6 level.

Specialized experience is work directly related to the duties of the position to be filled (as described above), which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of this position. Specialized experience at the GS-5 level is responsible clerical, technical, administrative or investigative experience. Specialized experience at the GS-6 level is responsible clerical, technical, administrative or investigative experience that demonstrates (1) ability to apply a body of rules, regulations, precedents, and procedures and (2) a knowledge of legal documents and legal or judicial processes. Examples of qualifying specialized experience include substantive clerical/secretarial work in a law office or an organization engaged in legal, quasi-judicial, or law enforcement activities with duties to include providing a variety of legal assistance to staff such as tracking legal office filings, hearings, and trial dates, scheduling conferences and interviews; and providing office support services, including typing legal correspondence and documents. It also includes various administrative duties such as: maintaining supervisor's calendar, establishing and maintaining files, arranging travel, etc. To qualify for consideration at the GS-7 level, specialized experience is further defined as work experience which demonstrates the ability to independently draft grammatically correct legal office memorandums and/or correspondence for signature and approval; and assembling exhibits, affidavits, and other legal documents from file material.

Applicants must have the ability to operate a personal computer.

2. EVALUATION METHOD -

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of

predetermined job-related benchmarks.

KNOWLEDGE, SKILLS AND ABILITIES: Address each factor on a separate sheet of paper.

1. Knowledge of legal documents, terminology and procedures.
2. Ability to communicate orally.
3. Ability to communicate in writing.
4. Skill in the use of office automation hardware/software to produce documents.
5. Knowledge of Administrative procedures (making travel arrangements, maintaining supervisor's calendar, preparing T&A's, ordering office supplies and equipment).

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. HOW TO APPLY -

This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

Submit an Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants (current and former Federal employees) must also submit the following:

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only)

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can

satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show eligibility for selection priority.

Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing current position, grade level, promotion potential, and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration dated within the last twelve (12) months certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

6. AGENCY REQUIREMENTS AND INFORMATION -

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Satisfactory completion of a one-year probationary period is required.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if you are eligible for a non-competitive appointment, such as those authorized for the severely disabled; certain veterans and disabled veterans; former ACTION volunteers; present and former Peace Corps personnel. Please indicate the type of special appointment you are seeking, if any, on your application. Appropriate documentation to support eligibility is required.